



CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: HEALTH AND HUMAN SERVICES AGENCY
POSITION TITLE: CHIEF COUNSEL I, CEA (COMPARABLE TO THE CEA 4 BAND)
WORKING TITLE: AGENCY CHIEF COUNSEL
SALARY: \$8251 - \$9280
FINAL FILE DATE: UNTIL FILLED (THE MINIMUM 10 DAY PUBLICITY PERIOD WILL BEGIN SEPTEMBER 1 AND END ON SEPTEMBER 14)

DUTIES AND RESPONSIBILITIES

Under administrative direction of the Secretary of Health and Human Services Agency (the Secretary), the incumbent advises the Secretary and staff on legal issues, and plans, organizes and centrally directs the management of legal affairs for the twelve Departments and one Board over which the Health and Human Services Agency (the Agency) has oversight responsibilities.

As a member of the Secretary's staff, the incumbent provides coordinated, cohesive legal direction to the Secretary, Departments and Boards of the Agency in an effort to promote consistency of practice and vision.

The incumbent consults with and acts as an advisor to the Legal Counsels of the Agency's Departments and Boards in a variety of functions, including the following: legal research and writing of opinions; review and analysis of legislation, proposed regulations and proposed policy changes; monitoring of pending litigation; and working with the Attorney General's Office on pending litigation. The incumbent has a wide variety of legal responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality and judgement in performing all duties.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications, knowledge and abilities, and desirable qualifications listed on this bulletin will be used to screen and score the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)

Based on the screening committee's evaluation of the candidate group, interviews may be conducted with only the most qualified candidates. Interviews may be held during **September/October**. Each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies, if they occur within the next 12 months, or a new examination may be scheduled.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by the final file date. Your signature on your application indicates that you have read, understood and possess the minimum qualifications required. NOTE: Your California State Bar membership number, date admitted and expiration date (if applicable) must be included on your State application. State applications received without this information will be rejected.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.) and

Either I

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than five years) in the practice of law*. (Experience in the California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to the Bar.

Or

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code 18990, or as a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

KNOWLEDGE AND ABILITIES

Applications will be screened on the basis of knowledge, experience and potential to meet the following knowledge and abilities:

Knowledge of legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the Agency's Equal Employment Opportunity (EEO) program objectives; a manager's role in the EEO program and the processes available to meet EEO objectives.

KNOWLEDGE AND ABILITIES (CONTINUED)

Ability to analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the Agency's EEO objectives.

DESIRABLE QUALIFICATIONS

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resources management techniques.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

All interested applicants should file an Application for Examination (STD 678) and a one-page summary of qualifications to the:

California Department of Social Services
Personnel Bureau, Examination Unit
744 P Street, MS 15-59
Sacramento, CA 95814

Applications should be postmarked by September 14, 2004 (the minimum 10 day publicity period will begin September 1 and end on September 14). The application must include a one-page summary of qualifications with major accomplishments and experience that specifically demonstrates your competitiveness for this position. Resumes are optional and do not take the place of the one-page summary of qualifications.

Questions concerning the exam process should be directed to Cindy Brooks,
at (916) 653-5362.

Questions regarding the position should be directed to Lorna Fong,
at (916) 654-3454.